

FAQs-CACFP Management Plan

This information is being provided to help institutions answer questions on the Management Plan. The number refers to the question number on the online management plan.

Q1: Institution Type

A: This information is populated by the Sponsor Information Sheet. If it is not correct, you must contact the State Agency to get it changed.

Q2: Business Organization

A: These terms actually describe types of for-profit centers. Public or Private Non-Profit centers should check **other** and enter public or private non-private.

Q3: Type of Sponsor:

A: Most are self-explanatory. **Multi-Purpose Sponsors:** An institution that receives funding from multiple sources. **Multi-Program Sponsors:** Operates more than one element of CACFP (home and centers) or more than one Child Nutrition Program (CACFP AND SFSP).

Q4: Describe the Institution's outreach to help ensure deliver of CACFP benefits to otherwise unserved facilities or participants:

A: Explain how your organization promotes your business to encourage growth.

Q5: Describe the Institution's proposed geographic area of service:

A: List the counties where your participants live.

Q6: Describe who the Institution's potential participants will be:

A: Describe your CACFP participants, such as children ages 3-5, children 3 months to 2 years of age, etc.

Q7: Will the institution recruit non-participating facilities/participants?

A: Tell us how you will reach out to new participants (or new facilities) by checking the things that apply.

Q9: Does the Institution provide non-CACFP services?

A: Very few organizations exist only to sponsor the CACFP. Other services could include Resource & Referral, Head Start, Church programs, caring for special needs children, etc.

Q10: Describe how the Institution covers the cost for the services listed in #9.

A: This could be tuition, voucher payments, private-pay, grants, etc. CACFP funds cannot be used to pay for non-CACFP costs.

Q11-1 to 11-5: Identify all current revenue sources, the average amount received monthly and the number of months per year received.

A: These are the non-Program funds available to cover excess food services expenses and non-allowable CACFP costs. This is shown as **NON-PROGRAM FUNDS USED TO COVER FOOD SERVICE EXPENSES** on line 1(g) of the budget for independent centers and sponsors of affiliated centers.

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Q19: Does the Institution have bylaws available for review by the State Agency?

A: Bylaws are the written rules for conduct of a corporation, association, partnership or any organization. They should not be confused with the Articles of Corporation. Bylaws generally provide for meetings, elections of a board of directors and officers, filling vacancies, notices, types and duties of officers, committees, assessments and other routine conduct. Bylaws are, in effect a contract among members, and must be formally adopted and/or amended.

Q20-1 to 20-12: In the chart below, list the staff person with primary responsibility for the Activity listed. The name of a staff person must be listed for each activity. One person may be listed for more than one activity. For each activity, enter the number of yours per month the staff person will spend completing the CACFP activity.

A: List actual names of staff. None of these activities would be full-time work.

Q25-1 to 25-5: Complete the chart below for the Institution's Board of Directors.

A: Please include an email address for contact to each board member listed. This is the State Agency's way of contacting Board Members as necessary.

This information will be updated as necessary to clarify what information is required.

For questions, please contact your Field Consultant, Carol Markle (cmarkle@doe.in.gov) or Heather Stinson (hstinson@doe.in.gov).